



PERFORMANCE & DEVELOPMENT SOLUTIONS

Department of Administrative Services, Human Resources Enterprise

TRAINING NEWSLETTER

March 2006

SPRING INTO SKILLS ENHANCEMENT

With the winter almost behind us, it is time to reenergize and take initiative to improve personal skills and encourage the skills development of staff members. PDS is pleased to offer nearly 100 business and computer training courses this Spring!

All of these courses are associated to learning categories which can be used to create a personal plan for skills enhancement. The learning categories include:

- ▶ Business Skills
  - ▶ Communication & Listening
  - ▶ Conflict Management & Negotiation
  - ▶ Diversity/Cultural Competence
  - ▶ Process & Organizational Management
  - ▶ Human Resources Academy
  - ▶ Leadership Development
- ▶ Government & Law
  - ▶ Self Development
  - ▶ Supervision
  - ▶ Team Development
  - ▶ Computer Training
  - ▶ Customer Service

Leadership Development/Supervision

Working with Employees: A Counseling Approach (Mar 21-22)

By analyzing principles of leadership and communication, this course is designed to help supervisors and managers increase their effectiveness and ability to work with staff members to improve performance and behaviors.

Self Development

Training of Trainers (Mar 22-23)

Discover the skills and techniques needed to effectively develop and deliver information to the adult learner. This is an ideal course for anyone who facilitates learning sessions or presentations with the goal of sharing knowledge and information with others – discover how to make learning happen quickly and effectively!

ATTENTION: EASTERN IOWA

A two-day [Grantsmanship Training](#) seminar will be held in Bettendorf, Iowa on April 10 and 11, 2006. Instructed by Lance Noe of Drake University, this seminar is hosted by Iowa Grants Enterprise Management Office (GEM\$), Rivermont Collegiate, and PDS.

Attending this event will help you:

- Make your organization “grant ready”
- Learn to find and select grants to maximize the organization’s mission
- Write a grant to maximize chance of selection
- Identify legal issues related to grant writing
- Learn proper formatting and writing tips for a grant application
- Increase possibility of securing future grant support

If you are closer to the Des Moines area, develop your grant knowledge by attending PDS’ individual grant courses, also instructed by Lance Noe:

[Grant Seeking](#) (Apr 14)

[Grant Writing](#) (Apr 28)

[Grant Management](#) (May 5)

Reminder: CPM Applications are due on April 1<sup>st</sup>! Contact Leslie from PDS at 515-281-5456 or visit the CPM website, <http://das.hre.iowa.gov/cpm.htm>, for more information.

UPCOMING SEMINARS

[Contested Cases](#) (Mar 8)

Instructed By: John Priester

[Achieving Communication Effectiveness](#) (Mar 9)

Instructed By: Roy Criss

[Ethics in the Workplace](#) (Mar 14)

Instructed By: Roy Criss

[Managing Stress Effectively](#) (Mar 14)

Instructed By: Dan Harkness

[Rule Writing Style](#) (Mar 23)

Instructed By: Kathleen West

[Preventing Sexual Harassment for Employees](#) (Mar 30)

Instructed By: Mike Frost

**Open for Enrollment!** The new [Fundamentals of Supervision](#) (NC 151) course mentioned in the December newsletter has been scheduled for April 25<sup>th</sup>. Enroll your supervisors today!

COMPUTER SKILLS

A variety of technical and application computer training courses are available through New Horizons Computer Learning Center. Below is a list of a few upcoming courses. Please visit the PDS website, [Computer Training](#) page for a complete listing, as well as pricing and registration information.

Technical

- Network + Certification (Mar 13 – 17)
- 2640 Upgrading web Dev. (Mar 13 – 15)
- Project + (Mar 20 – Mar 24)
- Javascript Programming (Mar 20 – Mar 22)
- Security + Certification (Mar 27 – Mar 31)
- 8036 Sharepoint Server (Apr 3 – 4)
- Sharepoint Services (Apr 6 – 7)

Application

- Excel Level 1 (Mar 9 or Mar 24)
- Outlook Level 1 (Mar 10)
- PowerPoint Level 2 (Mar 17)
- Dreamweaver Level 1 (Mar 23 – 24)
- Flash MX Level 1 (Mar 30)

Visit the PDS website for more information about course offerings.

<http://das.hre.iowa.gov/LearnAtPDS/traininghome.htm>

To enroll in a seminar, speak with your supervisor or agency’s training liaison.

If your organization does not have a training liaison, contact Leslie Davenport at the email or phone listed below.

**Questions or Comments? Email us at [pds@iowa.gov](mailto:pds@iowa.gov) or call 515-281-5456**